

U.S. Fish & Wildlife Service

# Student Career Experience Program





Photo by: Scott McCarthy, Carlsbad FWO



Photo by: Mike Kelly, WWO

Carlos Madril, Wildlife Biologist (Student Trainee)

The U.S. Fish and Wildlife Service (Service) is the principal Federal agency assigned to the protection, conservation and enhancement of fish, wildlife, and their habitats.



To accomplish its mission, the Service employs many of the country's best biologists, wildlife managers, engineers, realty specialists, law enforcement agents, and others who work to save endangered and threatened species and conserve migratory birds and inland fisheries. The Service provides expert advice to other Federal agencies, industry and foreign governments;



and manages more than 700 offices and field stations, among which are:

- 7 Regional Offices
- Over 500 National Wildlife Refuges
- Nearly 80 national Fish Hatcheries (raising over 200,000,000 fish a year)
- Field offices in every state
- The Service's headquarters office in Washington D.C.



Photo by: Mandy Olund, DCR

Angela Profitt, EEO Assistant (Student Trainee)



The Student Career Experience Program (SCEP), was established to recruit high quality employees into Federal Service, to support equal employment opportunity objectives, to provide exposure to public service, and to promote education. This program includes positions in all occupational groups (Professional, Administrative, Technical, Clerical, Wage Grade) within the Service.



Photo by: Rebecca Chuck, m Malheur NWR

Angela Hellbusch, Wildlife Biologist (Student Trainee)

## **To be eligible for the SCEP, students must be:**

- At least 16 years of age.
- A U.S. citizen. Lawfully admitted resident aliens may be considered absent qualified citizens; however, students accepted into the program as trainees must be U.S. citizens if and when they are converted to permanent appointments after graduation.
- Enrolled or accepted for enrollment in a program of study leading to a degree, diploma, or certificate, at an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school.
- Taking at least a half-time course load as defined by the school. An





exception to this requirement is permitted when a student is in the final period before graduation and needs to complete less than a half-time course load.

- A student in good standing with the academic institution and maintain the grade point average (GPA) requirements of the school.

### **Student trainees in the SCEP must:**

- Meet qualifications/suitability requirements.
- Be employed by the Service in a position related to the student's academic field of study.



Jason Riley, Wildlife Inspector (Student Trainee)

Photo by: Angie Morgan, Boise LE



Photo by: Scott McCarthy, Carlsbad FWO

Styron Bell, Fish & Wildlife Biologist (Student Trainee)

- Be either working for the Service, attending school, or both, at any time during the year.
- Meet performance and conduct standards during periods of work with the Service.

### **Other program parameters include:**

- A written agreement must be initiated by the Service and signed by all parties (the student, the school, and the Service).
- The student must complete at least 640 hours (16 weeks) of career-related work with the Service prior to completion of or concurrently with academic course requirements.







FWS File Photo

Sacramento NWR

- Appointments may be made at any grade for which a student qualifies, under either the General Schedule or Wage Grade. Those under the General Schedule are eligible for locality pay, and if applicable, special pay rates.
- Students are eligible for health insurance, life insurance, retirement, and leave accrual on the same basis as permanent employees with comparable work schedules.
- The Service may provide for financial assistance, which always includes salary, and may include tuition assistance; travel and transportation expenses between the school and duty station; and low or no-cost housing.







Photo by: Angie Hernandez

Elizabeth Kelly, Fish & Wildlife Biologist (Student Trainee)

- Work schedules may be part-time, full-time, alternating, or concurrent with course work. The work schedule should not interfere with the student's academic schedule or progress.

### **After graduation, students:**

- Must meet qualification standards for the target position.
- Are eligible for non-competitive conversion to a career or career conditional appointment within 120 days of degree conferment and satisfactory completion of SCEP program requirements.
- May be converted within the Service or to a position in another Federal agency.



## What former SCEP students have to say about the program:



Photo by: Liz Kelly, OSO

*I was given the opportunity to work as a biologist trainee under the SCEP. This training was an invaluable experience. Today, I have a career as a Fish and Wildlife Biologist.*

**Angela Hernandez**  
*Fish & Wildlife Biologist*



*My participation in the Service's SCEP was a rewarding and challenging experience. At present, I am actively involved in ensuring long term habitat protection for the Orangeblack damselfly species and its remaining populations.*

**Arlene Pangelinan**  
*Fish & Wildlife Biologist*





Photo by: Ronnie Nelson, OSO

Sara Burri, Budget Assistant (Student Trainee)



If you are a student interested in career-related training and employment which focuses on or supports the protection and conservation of fish, wildlife, and their habitats; offers health and life insurance; retirement benefits; vacation, holiday, and sick leave; and which could lead to permanent employment with the U.S. Fish and Wildlife Service, perhaps the Service's Student Career Experience Program is for you.

For more information, please contact:

"Equal opportunity to participate in and benefit from the programs and activities of the U.S. Fish and Wildlife Service is available to all individuals regardless of age, race, religion, color, sex, national origin, or disability. Please direct any questions to the U.S. Department of Interior, Office of Equal Employment Opportunity, 1849 C Street, N.W., Washington DC 20240."



# U.S. Fish & Wildlife Service Offices



FWS file photo

Kristin Johnson, Wildlife Inspector (Student Trainee)



## U.S. Fish & Wildlife Service

Web Site: [www.fws.gov](http://www.fws.gov)

**Region 1, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
911 NE 11th Avenue, 6th Floor West  
Portland, Oregon 97232  
Phone: 503-231-2260 • Fax: 503-231-2322  
Phone: 503-231-6263 (tty)  
Web Site: [www.r1.fws.gov](http://www.r1.fws.gov)

**Region 2, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
500 Gold Avenue, SW, Rm. 3018  
Albuquerque, NM 87102  
Phone: 505-248-7838 • Fax: 505-248-6910  
Web Site: <http://southwest.fws.gov>

**Region 3, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
BHW Federal Building - 1 Federal Drive  
Ft. Snelling, MN 55111-4056  
Phone: 612-713-5316 • Fax: 612-713-5282  
Phone: 612-713-5318 (tty)  
Web Site: [www.fws.gov/r3pao](http://www.fws.gov/r3pao)

**Region 4, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
1875 Century Blvd., Rm. 214  
Atlanta, GA 30345  
Phone: 404-679-7077 • Fax: 404-679-7071  
Web Site: [www.fws.gov/r4eao](http://www.fws.gov/r4eao)

**Region 5, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
300 Westgate Center Drive  
Hadley, MA 01035-9589  
Phone: 413-253-8315 • Fax: 413-253-8462  
Web Site: [www.fws.gov/r5fws](http://www.fws.gov/r5fws)

**Region 6, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
Denver Federal Center, P.O. Box 25486  
Denver, CO 80225  
Phone: 303-236-7903 • Fax: 303-236-3816  
Web Site: [www.r6.fws.gov](http://www.r6.fws.gov)

**Region 7, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
1011 East Tudor Road  
Anchorage, AK 99503  
Phone: 907-786-3328 • Fax: 907-786-3552  
Web Site: [www.r7.fws.gov](http://www.r7.fws.gov)

**Region 9, U.S. Fish and Wildlife Service**  
**Office for Diversity & Civil Rights Programs**  
4040 North Fairfax Drive  
Room 300, Webb Building  
Arlington, VA 22203  
Phone: 703-358-1724 • Fax: 703-358-2030  
Web Site: [www.fws.gov](http://www.fws.gov)

"Large print copies of this document are available upon request."